

**MINUTES
TOWN OF NEW GLARUS
Regular Town Board Meeting
12/11/2012**

Town Hall – Swiss Miss Center 1101 Hwy 69 New Glarus @ 6:30 pm

ATTENDING: Board Members: Keith Seward, Dean Streiff, Chris Narveson, Jim Hoesly, Robert Elkins, Pattie Salter and Dennis Nielson

ALSO ATTENDING: Dale Hustad, Town Attorney, Linda Highland, Jody Hoesly, Jodi Sweeney, Jane Martinson, Becky Weiss and Kevin Budsberg

K. Seward called the meeting to order at 6:30 p.m.

1. Proof of Posting: Clerk-Treasurer Salter confirmed proper posting.
2. Approve 11/13/12 Town Board Minutes: D.Streiff moved approve the minutes as presented. C. Narveson 2nd. Motion carried.
3. New Glarus Public Library Update: Kevin Budsberg presented an update on the library including initial concept plans and schematics. They are about half-way to their fundraising goal. They have been posting updates to the Post Messenger and at the Library.

- a. Money that has been spent to date was entirely funded through donations:

| | |
|-----------------------|------------------|
| Land Purchase | \$86,421 |
| Professional services | \$59,596 |
| Total | \$146,017 |

Kevin Budsberg will send the Clerk a PDF file of the presentation and will post it on the Town Website.

4. Public Comments: None.
5. Patrolman's Report:
 - a. Dump Truck Discussion: D. Nielson reported that the 2000 truck has had some issues including a leaking radiator and needs to have the driveshaft rebuilt. He suggested we start thinking about a new truck since it takes about a year to order a new truck. Without objection, Dennis should put together costs on maintaining the 2000, \$140,000 for the Chassis and @ \$50,000 for the Dump.

Without objection, Pattie will try to run an article on not plowing their snow into the road. If they won't run it as an article we'll run it as a legal notice.

6. Finance Committee Report:
 - a. Accounts Receivable Aging List: D. Streiff reported that \$24 was billed in November and \$60 has been billed so far in December. There are 3 outstanding invoices, 2 For D. Smith Appraisal in the amount of \$12 each and one outstanding invoice in the amount of \$20 billed to Dennis Fazel for a property record research. P. Salter has been attempting to collect the amounts.
 - b. Accounting Reports w/Monthly Bank Reconciliation: D. Streiff confirmed that the November bank accounts balance.
 - c. Approval and Payment of Bills: D. Streiff moved to approve November checks 16882-16891 and ACH #31988. C. Narveson 2nd. Motion Carried.

D. Streiff moved to approve December checks 16892-16919 & ACH #05685, 82102 & 98036 C.

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Narveson 2nd. Motion Carried.

7. Clerk-Treasurer Report:

- a. Spring Election: P. Salter reported that the spring election is scheduled for April 2, 2013. Keith, Dean and Chris' terms are up as of April 16, 2013. Let Pattie know by the Caucus if you are not interested in running.
 - i. Set Caucus Date: We need to hold our caucus not sooner than January 2 nor later than January 29. Without objection the Caucus will be held January 15, 2013 at 6:30 with the RTB to follow immediately after.
- b. Trash Collection Report:
 - i. Expense Report: P. Salter distributed the 5-year cost analysis and explained that we've asked Waste Management to come back with adjustments to the Environmental and Fuel Adjustments.
 - ii. Proposed Change to Collection Process: P. Salter explained that the trash pick up schedule will change in January. Everyone in the Town will have their trash collected every Monday with recycling picked up every other Monday. Everyone will be on the same pickup schedule.
- c. Introduce Ordinance Establishing Split Shifts for Election Officials: P. Salter reported that the Election Officials have requested that we consider a split shift day. An ordinance is necessary to accomplish this. P. Salter distributed a proposed ordinance that would split the day into two shifts, the first shift would be from 6:30 a.m. to 1:00 p.m. the second shift would begin at 1:00 and end with completion of all required Election Day duties after the polls close. Without objection a public hearing will be scheduled for next month. Pattie will prepare a budget expected costs associated with the change including meals and training costs.
- d. Correspondence:
 - i. Notice From Our Town Software: Effective December 31, Our Town Software will cease operations. They plan to support the transition by offering email support through June 2013. However, they will no longer offer any upgrades. P. Salter reported that she has begun to collect pricing and information to put together a comparison of the packages. She will make a presentation at the January board meeting.
 - ii. Levy Limit Worksheet: Levy over by \$819 the Board will need to do a budget adjustment for that amount. P. Salter recommended making a budget adjustment resolution at the year-end meeting.
 - iii. Tax Bills: Tax bills are being mailed this week. We will begin collecting dog license this week.

8. Chairman's Report

- a. Discuss 5-Year Financial Plan: K. Seward felt we can get input from our accountant and bankers. P. Salter remarked that we have some significant financial events on the horizon including library funding through the Cooperative Boundary Agreement, new dump truck, new fire truck and new ambulance. This funding and debt service will potentially put us into the bond market. P. Salter noted that it would be helpful to have a financial plan in place to weigh the financial impact of that debt service through the 5-year plan. Without objection Pattie will put together her concerns, past plan costs and current debt balances to present at the January meeting.
- b. Report on Subcommittee Meeting for Town Hall in New Library: K. Seward reported that the library has made a decision on the final location of the library and it will be the Durst Road location.

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Meetings with the Library board, Village and Town have continued. The Village and Library Board believe the rent on the Town Hall space should be in line with what we pay now for the space. The Town's position is that the rent should be discounted to make it worth our time.

They should be ready for an agenda item at the January meeting.

- c. Discuss Pool Impact Fees: Without objection, P. Salter will calculate the amount of Pool House funds from the impact fees and report at the year-end meeting. K. Seward will talk with Sara about taking the funds out correctly.

9. Plan Commission Report:

- a. Report on Cooperative Boundary Agreement Status: K. Seward reported Roffers' is putting together a draft for Board review at the January meeting.

10. Set Next Town Board Meeting:

- a. Set Date and Agenda Items for Year End Meeting: The next meeting was set for Friday, December 28 at 6:00 p.m. Agenda Items are Payroll and Year-end bills
- b. Set Date and Agenda Items for January Meeting: January 15th following the Town Caucus.

Agenda items should include: Accounting software recommendation, 5-Year Financial Plan, Library rental space, pool house payment out of the Sinking Fund and Election Split Shift Public Hearing. Pay adjustment for 2013 and Health insurance payment.

- 11. Closed Session per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. R.Elkins moved to recess into closed session. D.Strieff 2nd. Motion carried.
- 12. D. Strieff moved to return to open session at 8:50. J. Hoesly 2nd. Motion carried.
- 13. Action on Closed Session: C. Narveson moved to approve Pattie's recommendation to increase S. McCallum's hourly wage by 1% from \$13 per hour to \$13.13 per hour effective on next paycheck. R. Elkins 2nd. Motion carried.
- 14. R. Elkins moved that the board agrees to adjust the Clerk-Treasurer's 2012 vacation time balance to 10 hours based on recalculation, J. Hoesly 2nd. Motion carried.
- 15. Adjourn: Discussion ended at 8:55 p.m. C. Narveson moved to adjourn, 2nd by R. Elkins. Motion carried.

Patricia I. Salter, Town Clerk-Treasurer